



Ohio Administrative Code

Rule 3342-6-05.4 Administrative policy regarding performance management for unclassified employees.

Effective: March 1, 2015

(A) Policy. It is the policy of the university to provide unclassified employees with a performance management system, which includes:

- (1) Job descriptions reflecting a full range of responsibilities as well as knowledge, skills and abilities;
- (2) Communicated performance standards and goals for the unit;
- (3) A performance appraisal process as referenced in paragraph (B) of this rule for assessing an individuals ability to meet the units performance standards, perform the job, as well as maintain and acquire knowledge, skills and abilities; and
- (4) Recognition opportunities.

(B) Eligibility. This policy applies to all unclassified full-time or part-time employees with an appointment of six months or more.

- (1) Align employee performance with units and universitys mission and goals;
- (2) Enable two-way communication regarding job performance and to periodically re-assess goals and opportunities for the unit and the individual;
- (3) Establish a mutually-understood set of performance expectations;
- (4) Recognize contributions of employees;
- (5) Discuss opportunities for growth and development; and



(6) Provide necessary feedback when performance does not meet expectations.

(C) Performance appraisal. The performance appraisal process achieves the university's goals to:

(1) Align employee performance with units and university's mission and goals;

(2) Enable two-way communication regarding job performance and to periodically assess goals and opportunities for the unit and the individual;

(3) Establish a mutually-understood set of performance expectations;

(4) Recognize contributions of employees;

(5) Discuss opportunities for growth and development; and

(6) Provide necessary feedback when performance does not meet expectations.

(D) Performance appraisal standards. Performance appraisal standards acknowledge and reaffirm the university's commitment to essential behaviors and values expected throughout the organization. For purposes of maintaining consistency and flexibility, the following standards will apply:

(1) Every unclassified employee will receive a performance appraisal at least once annually.

(2) The appraisal will be in person and summarized in writing, a copy of which is provided to human resources for the employee's file.

(3) The appraisal will include a discussion of all of the following, but is not limited to these topics.

(a) Performance over the past year.

(b) Progress on specific goals assigned in the past year.

(c) Identification of competencies (knowledge, skills and abilities) that are particularly noteworthy



and those that may be developed.

(d) One to three specific examples of successful outcomes in performance.

(e) Recognition of service to the university that is not normally a function of the job.

(f) Discussion of future goals and expectations.

(g) Discussion of training needs (to perform current job) or developmental needs (to prepare for future assignments or future appointments).

(4) If the unclassified employee has supervisory responsibilities, two additional factors will be added to the review:

(a) The ability to attract, retain, and develop a diverse pool of talent.

(b) The ability to set and meet goals for the unit.

(E) Performance appraisal methodology. Supervisors and employees are encouraged to discuss performance regularly throughout the year, and a written assessment will be completed once per year. Supervisors may use an open interview format, documented in narrative format per the outline as set forth in paragraph (D)(3) of this rule, or select from one of the university's approved formats from the forms library. Any new formats must be reviewed with human resources prior to implementation. In addition to the requirements above, the following options are available:

(1) Employees may prepare a self-assessment on their own or at the request of the supervisor.

(2) Employees may submit work product to go with their review.

(3) Employees and supervisors may add criteria to the review process that relate to essential parts of the job such as financial performance, process improvement and project management.

(4) Supervisors may request support from HR to receive a more complete 360 degree evaluation on



their own performance.

(5) Deans may solicit faculty feedback in order to prepare other evaluations using an appropriate format.

(F) Responsibilities. The following shared responsibilities apply to the on-going administration of this policy.

(1) Human resources division: responsible for announcing the review cycle, providing a set of forms, offering training, and monitoring compliance with the review. Human resources is also available for consultation on performance issues during the review period and during the year.

(2) Managers and supervisors: responsible for maintaining accurate records on performance throughout the year, scheduling in advance the review interview, meeting with the employee and documenting the evaluation interview.

(3) Unclassified employees: responsible for managing their performance throughout the year, monitoring their progress on goals, and identifying areas of improvement in the unit or in their own performance.

(G) Alignment with other university policies and practices. The implementation of the evaluation process is linked with other human resources processes to integrate the overall strategy for positive employee relations. Timely and appropriate completion of evaluations will assist in future decisions regarding: compensation, employee re-assignments, interim appointments, affirmative action development plans, succession planning, and waivers of posting.

(1) The policy of the university to conduct annual performance updates does not constitute a commitment to future employment.

(2) Rule 3342-6-05 of the Administrative Code prevails with regard to the university's right to continue or terminate an appointment.